

OFFICE ASSISTANT (GENERAL AND TYPING)



CALIFORNIA
STATE
GOVERNMENT

OPEN – SPOT FOR:
SAN LUIS OBISPO COUNTY ONLY

ON-LINE (INTERNET) FILING ONLY

CA52/1379 – CA55/1441

5pb33 01/02

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION TYPE

This is an open examination. Applications will not be accepted on a promotional basis. Career credits will not be granted.

WHO CAN APPLY

Applicants who meet the minimum qualifications **AND** have **NOT** taken the State Personnel Board's Office Assistant (General) or (Typing) exam within the last 12 months may apply for this examination as indicated below.

HOW TO APPLY

Do NOT take this test if you do NOT want to work in San Luis Obispo County as this test is for jobs in San Luis Obispo County ONLY. Transfer of list eligibility and/or location preference changes will NOT be permitted.

GO TO: http://www.spb.ca.gov/employment/exam_start.htm

CLICK ON: Take or Schedule an Exam

CLICK ON: Office Assistant General and Typing Scheduling System

FOLLOW THE ON-LINE DIRECTIONS

Applicants will complete their application and respond to questions regarding their ability to meet the minimum qualifications online. An immediate minimum qualification determination will be made by the on-line system. If an applicant qualifies, he/she will be allowed to select a date and time to take the test. Please print the Notice to Appear for Written Test and bring it with you to the written test with your picture identification.

The written test date is Saturday, June 11, 2005, and will be given at Cuesta College, Room 5401, Highway 1, San Luis Obispo, CA 93403-8106. **NOTE: Cuesta College charges a \$1.00 parking fee per vehicle per day.**

Directions to the Cuesta College San Luis Obispo Campus:

Take Highway 101 to San Luis Obispo. Then take Highway 1 North (Morro Bay and Hearst Castle exit) to Cuesta College. Report to Room 5401.

Directions/map may be obtained at: <http://www.cuesta.edu/maps/>.

TESTING PERIOD

The testing period for this examination is 12 months. You may take the examination at any time. However, once you have taken the examination, you may not take it again for 12 months.

REQUIRED IDENTIFICATION

ACCEPTED APPLICANTS WILL BE REQUIRED TO BRING EITHER A PHOTO IDENTIFICATION OR TWO FORMS OF SIGNED IDENTIFICATION TO THE WRITTEN TEST.

(Continued on reverse side)

**SPECIAL TESTING
ARRANGEMENTS**

If you are disabled and need special assistance or special testing arrangements contact the State Personnel Board at (916) 653-1502, (TTY) (916) 654-6336, or via California Relay (Telephone) Service for the deaf or hearing impaired from TDD phones: 1-(800)-735-2929, or from voice phones: 1-(800)-735-2922.

SALARY RANGES

SALARY RANGE: A: \$2003 - \$2435 SALARY RANGE B: \$2172 - \$2641

**REQUIREMENTS
FOR ADMITTANCE
TO THE
EXAMINATION**

All applicants must meet the education and/or experience requirements on the date they complete and submit their application and schedule a written test appointment via the Office Assistant (General/Typing) Internet Application Process.

**MINIMUM
QUALIFICATIONS****Either I**

One year of experience in California state service performing the duties of an Assistant Clerk.

Or II

Education: Either equivalent to completion of the twelfth grade; **or** completion of a business school curriculum; **or** completion of a clerical work experience training program such as those offered through the Welfare Reform Act. (One year of clerical work experience may be substituted for the required education).

**SPECIAL
PERSONAL
CHARACTERISTIC**

Applicants for the Office Assistant (Typing) must be able to type at a speed of not less than **40 words per minute** from an ordinary manuscript or printed or typewritten material. This requirement will be verified prior to a hiring interview, or at the time of any job offer as a result of successful placement on the resulting eligible list.

**ADDITIONAL
DESIRABLE
QUALIFICATION**

Education equivalent to completion of the 12th grade.

**POSITION
DESCRIPTIONS**

Positions exist in San Luis Obispo County.

**EXAMINATION
INFORMATION**

This examination will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

WRITTEN TEST WEIGHTED 100%**WRITTEN TEST
SCOPE****SCOPE**

1. **Correct usage of spelling, punctuation and grammar.**
2. Vocabulary.
3. Accuracy in: comparing pairs of names, comparing pairs of numbers, alphabetizing and numerical ordering.
4. Basic math.
5. Reading comprehension, following written directions and interpreting written tables.

**VETERANS
PREFERENCE**

Veterans Preference credits will be added to the final score of all competitors who are successful in the Written Test and who qualify for, and have requested these points. Due to changes in the law, which was effective January 1, 1996, **VETERANS WHO ACHIEVE PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS.** If you receive veterans preference credit, you cannot also receive career credits in these examinations.

QUESTIONS

If you have any questions concerning this announcement, please contact the State Personnel Board, Examination and Selection Services Section, 801 Capitol Mall, P.O. Box 944201, Sacramento, CA 94244-2010, (916) 653-1502, TTY (916) 654-6336.

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the Examination and Selection Services Section in Sacramento, (916) 653-1502, **three days prior to the written test date** if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate's responsibility to contact the Examination and Selection Services Section in Sacramento, (916) 653-1502, **three weeks after the final filing date** if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon request.

Applications are available at the State Personnel Board office and local offices of the Employment Development Department.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the State Personnel Board office.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and finger printing may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.